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MINUTES

F I L E

Meeting (minutes)

DD/S STAFF MEETING

17 September 1968 - 1035 Hours

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3. Annual Awards Ceremony

Mr. Wattles noted that the time of the 18 September ceremony has been changed from 12 noon to 10:00 a.m. Service Certificates to be awarded at the ceremony for 10-, 15-, and 20-years add up to 29,000 man-years of experience.

4. Renewal of Notices

Mr. Coffey commented on the many requests that are received for renewing expiring notices. Colonel White is now watching this closely; Offices requesting that notices be renewed must present good justification for their renewal. A memo on this subject will be forthcoming from the DD/S.

5. Recruiters Conference

Mr. Bannerman said that the personnel professional recruiters are at Headquarters for a week's conference. The DCI will be meeting with them this afternoon at 1500 hours. During the week they will be discussing policy angles, the testing program--which seems to be working out well, etc. Mr. Wattles commented that the recruiters are coming up with good ideas and may recommend some new approaches to campus problems within the present policy framework.

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6. Around the Table

a. Mr. Wattles:

The Office of Personnel, along with other support offices, is having its difficulties in adjusting to the loss of positions and personnel to the SIPS Program.

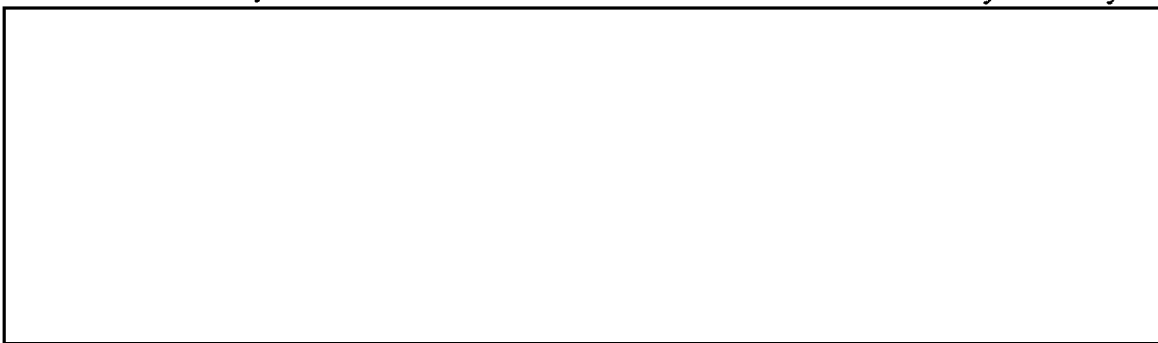
b. Mr. Osborn:

There are indications that the opposition is making an effort to identify Agency personnel by collecting license plate numbers.

c. Dr. Tietjen:

The free flu shot program is targeted to begin 7 October utilizing the same vaccine as used before. There is evidence of a new strain of flu in the Far East areas which may spread to the United States, and a supplementary flu shot program may be run if a suitable vaccine should be developed. An all-employee notice giving details of the program will be issued.

Physical examinations were accorded the recruiters yesterday.



The Advanced Management Seminar (Planning) now has 28 nominees with 9 from support offices.

e. Mr. Meloon:

A contract will be let for the road into West Parking. Of the 50 thousand dollars involved, 17 thousand will be provided by GSA and the remaining 33 thousand by CIA. One hundred and twenty-three invitations to bid were mailed and 5 firms finally offered bids. There was only a \$1,000 spread between the high and low bids. Hoped for date for completion is 15 October.

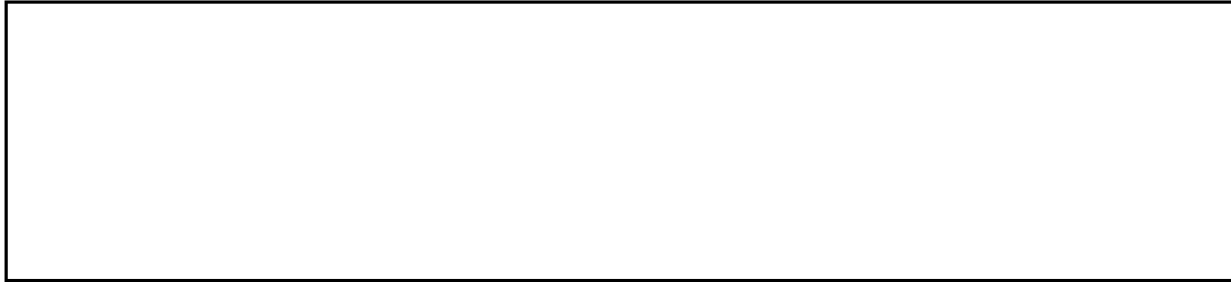
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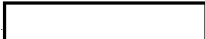
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f. Mr. Coffey:

Suggested that the Offices include some of their women employees as students in the Trends and Highlights Course 

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Feedback from the Bureau of the Budget on special papers submitted in response to their requests has so far been favorable; they were particularly high in praise of Mr. Wattles' paper on our retirement program.

7. The meeting adjourned at 1105 hours.



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Special Assistant to the
Deputy Director for Support

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ACTION ITEMS

DD/S STAFF MEETING

17 September 1968, - 1035 Hours

1. DD/ S to send out memorandum on subject of renewal of Agency notice.
2. An all-employee notice giving details of the flu shot program to be issued.
3. OTR to forward a report on component training.